

GEAUGA PARK DISTRICT

Position Description

POSITION TITLE: **Director of Finance**

Department: Administration
Supervisor: Executive Director
FLSA Status: Exempt
Employment Status: Full Time
 At-Will Employment

SUMMARY:

Under the general direction of the Executive Director, responsible for providing high-level leadership for the Finance Department, and a professional attitude with the ability to manage confidential information. The Director of Finance will serve as an ex officio office of the Board, in conformity with Section 1545.07 of the Ohio Revised Code. The Director of Finance plans, organizes, directs, controls, develops, documents, manages and administers the Park District's financial affairs including long and short range budgets, cash receipts, auditing, financial reporting, disbursements, inventory accounting, payroll administration and all accounting systems.

POSITION REQUIREMENTS: *this position minimally requires the following:*

EDUCATION AND/OR EXPERIENCE:

- CPA preferred; Bachelor's Degree required from an accredited university with a major in accounting or finance with 5 years' experience as a Director of Finance (in local government, preferred).
- Must complete all requirements under Ohio law to act as treasurer of a political subdivision.
- Must possess and maintain a valid driver's license under the laws of the State of Ohio.
- Demonstrated ability to learn and operate various software programs. Ability to operate a variety of office equipment: fax, copiers, telephone systems, etc.
- Demonstrated emotional intelligence to include: self-awareness and accurate self-assessment, sensitivity and empathy, openness, reliability and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity and credibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct, manage, and advise on the financial functions of the Park District as the fiscal officer in accordance with the requirements of the Auditor of the State of Ohio.
- Directs the fiscal operations of the Agency; prepares the annual Funds budget; directs the Organization & Department process as related to budgets and expenditures. Oversees the integrity of all financial records. Oversee systems, protocol, and procedures are in place to ensure a quality expenditure and budget process.
- Provides monthly financial statements for the Board of Park Commissioners.
- Certifies all contracts, purchase orders and obligations for sufficiency of funds under Section 1545.22 of the Ohio Revised Code
- Understands and maintains Uniform Accounting Network (UAN) with conformity to Generally Accepted Accounting Procedures.
- Maintains controls and separations of responsibilities to provide clear audit trails for all contracts, purchase orders, vouchers, accounts, special funds, grants and inventories.

- Oversees the preparation of all tax returns, business reports and reports to governmental agencies.
- Basic understanding of fiscal responsibilities associated with the Ohio Revised Code including purchasing requirements, revenue certification, and appropriations.
- Consults on technology and technical support within areas of financial responsibility.
- Supervises the maintenance of budgeting systems and data processing equipment.
- Maintain bank merchant checking accounts for Park District credit transactions and reconcile with the Park District accounting system.
- Review Park District financial records as required by law in order to ensure reconciliation with State Auditor, County Auditor and County Treasurer, providing required financial information.
- Prepare and monitor purchase orders, code invoices, and prepare payment vouchers.
- Vendor files and open new vendor accounts.
- Monitors the budgets of all departments.
- Responsible for liability insurance procurement and reporting claims.
- Create and maintain fund accounts within the Park District's UAN in order to properly track the expenditure and receipt of grant monies. Monitor these funds to meet State and Federal grant requirements. Prepare board resolutions for grant fund advances and monitor grants expenditures for requirements for single-year audit. Create and submit expenditures to the appropriate granting agencies.
- Treasury – Depository
 - Daily reconciling of cash
 - Investments
 - Deposits of revenue from sales, fees, donations
- Payroll
 - Reporting state, federal and municipal taxes
 - Filing of reports for employee investments
 - Filing of reports for employee Ohio Public Employee's Retirement System (OPERS) hours
 - Filing report for Fraternal Order of Police Union Employees
- The ability to exhibit a cooperative and participant management style with staff. Special emphasis on teamwork amongst the high level management team. The ability to exhibit quality character qualities to include respect, loyalty, honesty, empathy, and patience.
- Ability to maintain confidentiality between the Executive Director and/or Board of Park Commissioners as to avoid gossip, rumors, and detriment to the organization.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record.

Required Training: All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

Other: Must be bonded. Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test are required. Perform related duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES:

This position Directs the Finance Department and directly supervises the finance staff. May be assigned to supervise other positions as needed.

QUALIFICATION REQUIREMENTS: *To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to use/direct automated information systems to prepare financial data and produce required reports.
Ability to compose routine letters, memos and similar correspondence using word processing.

The following are examples only of equipment and software routinely used and are not intended to be all inclusive:

Computer, printer, copy machine, fax machine, telephone and other general office equipment.
Software includes Microsoft Office, Various Accounting Software and Filemaker.

ADDITIONAL INFORMATION:

The position requires the employee to drive to various sites related to the duties of the position. As a member of the Geauga Park District team, the employee will participate on other special projects and tasks. Must be able to work a flexible schedule to meet the needs of the agency.

KNOWLEDGE:

Must have knowledge of Agency policies and procedures, applicable county, state and/or federal rules and regulations; generally acceptable accounting practices; fund accounting; supervisory methods and techniques; development and monitoring of budgets. Knowledge of inventory control, insurance programs, grant writing, human resources policies and procedures.

SKILLS:

Must have skills in fiscal reporting procedures; supervision; accurate and timely record keeping; scheduling techniques; quality assurance and accuracy of report data; analysis of data; proofing documentations; must be able to produce fiscal records with a high degree of accuracy.

ABILITIES:

Communicate in oral and written format; produce accurate and timely reports; recruit, interview, evaluate, discipline and train staff in accordance with agency policies and procedures. Ability to plan, direct and evaluate various tasks, projects and daily fiscal operations. Ability to work under pressure and meet deadlines. Ability to maintain professional tact, courtesy, patience and confidentiality.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk and hear; use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

This employee normally works in an office environment.

Potential Hazards: The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid.

GENERAL EXPECTATIONS

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives. The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, inservices and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Distribution: Original in personnel file; c: employee, supervisor
(Business Affairs Director) Chief Financial Officer Revised: 8/9/2006 ; 1/9/2008, 2/25/2010;12/16/2014

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